

ARIZONA BOARD OF EXECUTIVE CLEMENCY

BOARD POLICY #210

Policy Title: BOARD POLICY AND PROCEDURE	Effective Date: July 06, 2017	Policy #210
	Supersedes: NEW	Pages: 2

PURPOSE:

The purpose of this policy is to ensure the Board establishes and maintains a detailed system that governs the responsibilities and procedures of the Board’s formal and administrative business.

AUTHORITY:

A.R.S. 31-402

PROCEDURE:

210.01 Application

- 1.1. The Board shall maintain a structure system that outlines the key rules and procedure relating to the governance of Board business and operational functions.
- 1.2. The Executive Director will provide every employee and Board member a current Policy and Procedure Manual during the employee’s orientation.
 - 1.2.1. The employee and board member shall acknowledge in writing their receipt of the manual and their responsibility to read, understand and comply with the policies and procedures.
 - 1.2.1 Each employee and board member shall be responsible for maintaining their manual with current policy and procedure.

210.02 Format and Organization

- 2.1 Written policy and procedure shall be organized within one of three chapters of the Board Manual. The chapters shall be titled as:
 - a. Chapter One: “Board Governance;”
 - b. Chapter Two: “Administration; and
 - c. Chapter Three: “Restricted”

2.2. The numbering is in sequential sequence as follows:

- a. Chapter one is 100s;
- b. Chapter two is 200s; and
- c. Chapter three is 300s.

2.3. The heading of the policy shall contain the:

- a. policy title;
- b. effective date;
- c. supersede date,
- d. policy number; and
- e. number of pages

2.4. The policy shall also note the purpose of the policy with a brief statement or explanation, the designated authority related to the topic area and the procedure listed under related topic areas.

2.5. New and revised policy shall be formatted in draft and presented to the Board members for discussion and vote at its quarterly Board business meetings.

2.6. The Executive Director shall ensure that each policy is reviewed no less than twice a year and any procedural changes are revised as necessary.

2.6.1 The Executive Director may schedule an ad hoc business meeting to bring forth to members any necessary revisions for discussion and vote.

IMPLEMENTATION:

This policy was adopted by the Arizona Board of Executive Clemency in accordance with law.